

ADMINISTRATIVE POLICY NO. 18-01R

CBJ TRAVEL AND TRAINING POLICY & PROCEDURE

1. PURPOSE

The purpose of this policy is to provide City & Borough of Juneau (CBJ) employees with consistent and equitable guidelines regarding travel for business or training purposes. Employees are expected to exercise business and personal judgment regarding travel expenses incurred and submitted for reimbursement.

2. INTRODUCTION TO TRAVEL POLICY AND PROCEDURE

The following sections are provided to assist in making the best use of budgeted training dollars while providing for the best possible training experiences for CBJ employees. This policy encompasses business travel, travel for training and travel reimbursements.

3. TRAVEL DEFINITIONS

Advances: Funds received prior to traveling to cover the approved costs associated with the trip. To be eligible, Advance Requests must be received by Purchasing a minimum of three (3) weeks prior to travel departure date. Advance Requests submitted earlier than 3 weeks minimum will be processed no more than 21 days prior to departure.

Complex Travel: CBJ will pay for travel agency fees if a travel agent is necessary for complex travel. Complex travel is defined as a necessary trip with multiple (more than two) carriers or multiple destinations within the same trip.

Department Travel Officer/Alternate Travel Officer: The employee assigned to administer this policy and book all travel for a specific employment unit. The Travel Officer makes all CBJ travel arrangements for employees in the employment unit and assures compliance with the travel policy. Each Department Director shall designate a Travel Officer and an alternate Travel Officer who are trained by the Manager's Office and/or the Purchasing Division to administer this policy. Some departments will also utilize Travel Support personnel. These individuals will assist the Travel Officer or Alternate by putting together travel documentation for their division.

Employee: A person employed by any department subject to any portion of the CBJ Personnel Rules.

Gratuities/Tips: If tips are given for eligible services that are incurred during travel/training for which a tip is customary, such as taxis, shuttles, or airport skycap fees they may be reimbursed. Gratuities must be clearly shown on a submitted receipt and are limited to 15 percent for services or \$2.00 for complimentary services. Tips for meals are included in the per diem allowance.

Local Training Request: The form used to request and reimburse for local training or webinars.

Receipts: Documentation of expenditures while on travel status. All receipts must be imprinted with the name of the provider, or the name and address printed on the receipt by the employee. The actual receipt for purchasing air travel is necessary for reimbursement. Any deviations to planned travel must be documented.

Training Plan: A detailed training plan for employees, provided as part of the annual budget submittal.

Travel:

- a. Transportation Expenses: Transportation expenses include commercial carrier fares, vehicle mileage allowance, necessary taxi and/or bus fares, certain parking fees, and other essential transportation expense while on official CBJ business. Fines for traffic or parking violations will not be reimbursed.
- b. Per Diem Expenses/Meal Allowance: Per Diem expenses are for meals while traveling on official CBJ business.
- c. Other Expenses: Other expenses include charges for business-related: telephone calls, internet fees, faxes, emergency purchases of supplies and other charges necessary for the completion of the official business function. *Alcohol and entertainment, including in-room movies, will not be reimbursed.*

Travel Status: Employees shall be considered in travel status from the time an authorized trip begins until it ends. When personal leave is combined with authorized travel, the employee ceases to be on travel status for the purposes of reimbursement (i.e., lodging, per diem) from the hour business or training ends.

Travel Report (TR): The form used to document pricing and activity from submittal through completion of travel and reconciliation.

4. TRAVEL RESPONSIBILITIES

- a. Employee – It is the responsibility of the employee to:
- Know the travel policy and comply with all provisions therein.
 - Notify Travel Officer a **minimum of six weeks in advance of the travel dates; this can affect the employee's ability to receive an advance.**
 - Inform the Travel Officer as soon as practical if there are changes before or during the travel.
 - Provide all required receipts at the termination of travel in a timely fashion (no longer than seven (7) working days after completion of travel) for reconciliation.
 - Repay any excess advance funds at the time of reconciliation.
 - Turn in leave requests if combining personal leave with CBJ travel.
- b. Assembly and CBJ Boards and Commission members –It is the responsibility of these individuals to:
- Know the travel policy and comply with all provisions therein.
 - Notify Travel Officer a **minimum of six weeks in advance of the travel dates; this can affect the employee's ability to receive an advance.**
 - Inform the Travel Officer as soon as practical if there are changes before or during the travel.
 - Original signatures from these individuals on the Travel Request form are not required.
- c. Department Travel Officer – It is the responsibility of the Travel Officer to:
- Confirm that the requested travel and/or training is in the budget and training plan, or approved by the Department Director if not originally included in the budget and training plan.
 - Fill out Travel Report (TR).
 - Ensure that all paperwork submitted is complete, accurate, and timely.
 - Research the information necessary to determine CBJ financial obligation for combined travel, and to insure that all CBJ travel plans (business and training) are made using the most cost effective package available.
 - Submit Travel Reports with attached documentation to the Department Director for approval. Department Director travel must be submitted to the Manager's Office for approval. Enterprise Board Director's travel must have their respective Board's approval.
 - Comply with all CBJ Purchasing Card User Manual procedures for any credit card expenditures related to the approved travel.
 - Book all travel after Department Director or Manager's Office approval. The use of travel agencies to book travel is restricted to particularly complex travel arrangements.
 - Submit Travel Reports and related documentation to Purchasing Division for processing.
 - Review all reconciliations for accuracy and completeness prior to submission.
 - Inform Department Director if an employee has not complied with travel policy.

- Submit all travel records to Purchasing Division at the completion of travel in a timely fashion.
- In the case of cancelled travel/training or if other circumstances arise and the travel/training cannot be accomplished, contact all vendors to cancel reservations and request credits. Vendors include: airlines, hotels, rental car agencies, registration recipients, conference organizations, etc. **Notify Accounts Payable and Purchasing of cancelled travel promptly and provide travel reconciliation form.**
- The CDD travel officer will handle travel for Planning Commission members.

d. Department Director or designee will:

- Designate Travel Officers and Alternate Travel Officers.
- Review all paperwork submitted for completeness and accuracy.
- Approve travel as appropriate.
- Verify that Travel Officer has submitted accurate and compliant paperwork at each level of travel process, request through reconciliation.
- Take appropriate disciplinary steps if an employee or Travel Officer does not comply with all elements of the policy.

e. Purchasing Division will:

- Aid the Manager's Office in training Travel Officers and alternates.
- Issue Purchasing Orders to travel related expenditures, as needed when over the CBJ P-Card limit.
- Review departmental compliance with policy as necessary.

f. City Manager will:

- Approve all Director/Assembly Travel Requests and Reconciliations.
- Revise policy as appropriate.
- Act as liaison to Travel Officers for any procedural changes or updates.

5. TRAVEL AUTHORIZATIONS

All official travel must be authorized by the department director or designee **before** making travel commitments.

- Requests to travel, related to training, must fall within the departmental training budget plan, as approved for the current fiscal year, or the training plan must be amended. CBJ budgets on a two-year cycle. Training funds may not be moved from a future fiscal year to the current fiscal year.
- Employees may not pay for CBJ travel nor book the travel themselves. Personal credit card usage for standard CBJ travel (i.e., airfare/ferry tickets) is not allowed.** All CBJ travel must be booked by the Department Travel Officer, unless there is personal travel being combined with CBJ business travel/training. See Section 7 for provisions governing combined CBJ/Personal travel.

- c. In the case of a Travel Officer requesting to travel, the Alternate Travel Officer will make the arrangements and compile the required paperwork prior to approval. The Alternate Travel Officer will make the purchases after Director approval.

6. TRAVEL ADVANCES

- a. Travel Reports must be submitted to Purchasing a **minimum of three (3) weeks in advance of the departure date in order for the employee to be eligible to receive a travel advance**. If the request is received with less than three weeks' lead-time, **the employee will not be guaranteed a travel advance**, and reimbursement will be made upon completion of the travel reconciliation.

Funds may be advanced for the following items:

- Meal allowances (per diem)
- Car rental not covered by the State of Alaska rental contract.

All other expenses are paid to the vendor by CBJ; in advance, if time allows. Eligible miscellaneous expenses will be reimbursed to the employee upon completion of travel.

- b. Travel advances will not be provided for travel that is reimbursed directly to the employee by another agency. If the responsible agency is willing to reimburse CBJ directly, a travel advance may be approved. **Employee-direct agency reimbursed travel may be booked on the employee's personal credit card after approval by the Department Director or designee or City Manager.**
- c. Travel advances will be mailed to the employee's home or direct deposited through ACH.
- d. All questions regarding the status of a travel advance check should be directed to the Accounts Payable Department.

7. TRAVEL FOR EMPLOYEE CONVENIENCE OR COMBINING PERSONAL WITH BUSINESS TRAVEL.

- a. There are times when it might be advantageous to the employee to be allowed to incorporate personal leave with necessary business travel and training. CBJ is not required to approve this combination. Any abuse of the privilege will result in the employee losing the privilege to combine personal travel with business/training travel, and can result in disciplinary action.
- b. Any deviation in travel for the convenience of an employee or to incorporate personal leave must be approved in advance by the Department Director or designee. If an employee travels on official business by an indirect route or altered time schedule for the employee's own convenience, any additional expense will be borne by the employee.
- c. The Travel Officer will determine the cost for employee travel by determining the lowest cost of the travel if it were undertaken for business purposes only. The determination must be

documented. Any additional cost for any other purpose is the responsibility of the employee. For combined personal and business travel:

- If there is no cost difference with the added personal travel the airfare must be purchased by the Travel Officer using the CBJ p-card.
- If there is a cost difference the employee must work with the Travel Officer to book and purchase the airline ticket. All reimbursements, including personal credit card charges, will be processed in accordance with Travel Policy Section 6, Travel Advances.
- CBJ will not pay for travel agency service fees.
- CBJ is only responsible for that portion of lodging necessary for the employee to conduct CBJ business. Any extra costs, such as extra persons in the room, larger room to accommodate extra persons, extra nights, etc., will be the responsibility of the employee.
- Car rental must be secured and paid for by employee, if any of the following apply: Employee plans to use the vehicle for a longer period of time than would otherwise be necessary to conduct business (either before or after employee is conducting CBJ business). The employee's spouse or other family member has accompanied the employee on the trip, and they intend to drive the vehicle.

The employee will be reimbursed the cost of the car rental only for the period of time they were using the vehicle while conducting CBJ business.

NOTE: When the employee rents and pays for a car rental, his/her personal auto liability insurance will provide the first layer of coverage. CBJ's auto liability insurance would provide a second layer of coverage, but only while the employee is in Travel Status, and is the driver of the vehicle.

The Travel Officer will book and pay for other business related expenses as usual.

- d. Any employee expenditures incurred prior to receiving final approval will not be reimbursed by CBJ if the travel or training is not approved.
- e. When personal leave is combined with authorized travel, the employee ceases to be on travel status for the purposes of reimbursement (i.e., lodging, per diem) from the hour business or training ends.
- f. Per Diem will be paid for only one travel day, either leaving Juneau or returning to Juneau, for all travel that incorporates personal time, regardless of whether it is personal leave, LWOP or a weekend stay to extend time in the destination city. This is regardless of whether the personal travel takes place before, during, or in the middle of business travel.
- g. Any additional time away from duty that may be required for such indirect travel will be charged to approved personal leave or leave without pay.
- h. When there is an unplanned interruption of travel for the personal convenience of the employee, the reimbursement expenses allowed may not exceed that which would have been incurred by uninterrupted travel.

8. TRANSPORTATION, LODGING, AND PER DIEM

a. AIRFARE

- When traveling on city business, the travel officer must obtain the lowest economy class airfare available and travel by the most economical route, taking into account time efficiencies. The employee is not expected to overnight en route, leave after 10 PM or utilize a similarly inconvenient schedule. If the employee prefers a different schedule, resulting in a higher cost to CBJ, the employee will pay the difference.
- CBJ will pay for an additional night stay if the airfare savings is greater than the additional cost of lodging, ground transportation, and per diem combined.
- CBJ will not reimburse for mileage award tickets. Companion fares may be combined with CBJ travel but must be booked under the provisions of Section 7. The employee must be designated as the primary ticketed passenger in order to be reimbursed for the amount of the fare (minus the companion fare fee).
- If an employee accepts a voluntary delay in travel, all CBJ responsibility for reimbursement ceases for per diem, lodging, or any other expense occasioned by the delay. If the delay impacts the employee's ability to return to work as scheduled, the employee will be required to notify the supervisor and take personal leave.
- Employees need to be cognizant of airline baggage and weight restrictions. Collected training material or equipment may be shipped via economical means to avoid excess baggage charges when possible, provided the charges for shipping are less than the excess baggage charges.

b. USE OF PRIVATELY OWNED VEHICLES FOR CBJ TRAVEL

- When the use of an employee's own vehicle for travel outside Juneau is authorized, the employee will be reimbursed at the reimbursement rate set forth in Personnel Rule 18 PR 045.
- Vehicle insurance is solely the responsibility of the employee. The employee must comply with the provisions in the CBJ Vehicle Reimbursement Policy.
- When a privately-owned vehicle is used for the convenience of an employee, reimbursement for transportation expenses will be mileage or the lowest available fare by a common carrier, whichever is less. Any additional time away from duty that may be required for such travel will be charged to personal leave or leave without pay.

c. TAXI/SHUTTLE

- Travelers are expected to utilize the lowest cost ground transportation, taking into account time efficiencies, which may include the services of airport shuttles, buses, and taxis. Reimbursement for these items will be made at the conclusion of travel, unless advance reservations are available using CBJ p-card. **For these costs to qualify for reimbursement, receipts must be submitted with the travel reconciliation.**

d. RENTAL VEHICLES

- Use of rental vehicles are limited to instances where it is strictly necessary for the conduct of CBJ business or where it can be demonstrated that use of a rental car is a more economical alternative to the use of other modes of ground transportation. When lodging is at the conference hotel, rental cars will only be approved if sufficient justification is provided. It is the responsibility of the Travel Officer to reserve rental cars. Employees may use personal credit cards to pay for rental vehicles for areas outside of State contract sites. **For these costs to qualify for reimbursement, receipts must be submitted with the travel reconciliation.**
- Vehicles may only be rented for that portion of travel that is necessary for CBJ business.
- Vehicles for Anchorage, Fairbanks, Kenai, and nearby destinations (i.e., Girdwood, Palmer, Wasilla, Homer) **must** be rented from the current contract with the State of Alaska, of which CBJ is a party. Receipts from any other vendor in these areas will be reimbursed **only** if the State of Alaska contractor is unable to provide a vehicle at a reasonable cost. All other rentals should use the State of Alaska's national contract, if available. Every attempt must be made to utilize the State of Alaska's contract rental car agreements.
- The employee is authorized to accept the prepaid fueling option offered by rental car companies if it appears to offer savings by doing so. If this option is not accepted, the employee is responsible for fueling the vehicle and returning it fully fueled. CBJ will not reimburse the fees charged for bringing a car back with insufficient fuel.
- The employee must retain all receipts for fuel in order to be reimbursed for the expense. If the receipt does not have the name and phone number of the fueling station imprinted on it, the employee needs to note it on the receipt. All receipts must be submitted to the Travel Officer upon completion of travel in order to receive reimbursement for the expense.
- **DO NOT SELECT SUPPLEMENTAL INSURANCE.** CBJ will not reimburse for this fee.
- An additional driver may be selected in case of CBJ employees sharing a rental vehicle. Employees traveling to the same destination must share a rental car, unless the scheduling of the employee's participation is such that sharing a rental car is rendered impractical. For insurance purposes, only CBJ employees on travel status may drive rental cars.

e. PARKING AND TRAVEL TO AND FROM JUNEAU INTERNATIONAL AIRPORT

- With receipts, CBJ will reimburse the employee for the lesser cost of a taxi roundtrip from their home location or parking at the Juneau International Airport.

f. LODGING ALLOWANCES

While traveling on official business that requires overnight lodging, employees are allowed reimbursement for actual room expense at a commercial establishment. The Travel Officer is expected to select economical but adequate accommodations within reasonable distance of the training or meeting site. When making reservations, the Travel Officer should request the government rate.

- All hotel parking fees must be specified in the travel reconciliation. Employees are only to use valet parking if it is equal to or less than self-parking.
- CBJ will not pay for phone charges (with the exception of business-related calls), room service, in-room entertainment, mini bar charges, toiletry charges, hotel services (i.e., dry cleaning, laundry), alcohol, or other personal expenses.
- If the employee arrives at a hotel and decides they need to move, the employee must contact the Travel Officer as soon as practical, typically within 24 hours. The employee is responsible to procure lodging at a comparable cost to the approved lodging cost.
- When more than one employee is attending the same conference, room sharing is encouraged but not required.
- Employees are normally required to stay in the training destination city or immediate vicinity. If an employee wants to stay in another city and rent a car to drive to the training, CBJ will not pay for a rental car, unless the employee can demonstrate to the Travel Officer that there is a cost savings available by doing so.
- If an employee is assigned a CBJ laptop, and it is necessary for the employee to stay in communication with CBJ for the duration of his/her business travel or training, CBJ will reimburse hotel internet connection charges if specified on the Travel Report. CBJ will not reimburse personal internet connectivity charges.

g. PER DIEM – MEAL ALLOWANCES

- A meal allowance (per diem) may be paid while the employee is on travel status. To compute meal allowances for partial days on travel status, the following amounts are in effect:

•	Breakfast	\$12.00	12:01 a.m. to 10:00 a.m.
	Lunch	\$16.00	10:01 a.m. to 3:00 p.m.
	Dinner	\$32.00	3:01 p.m. to midnight
	Total	\$60.00	

- Receipts for meals are **not** required. The cost of gratuities is included in the per diem rate.
- If meals are included in lodging, the conference, or training registration fee, the employee's daily per diem will be adjusted accordingly. For example, if the hotel rates includes breakfast, the employee will not receive the per diem for breakfast for the days spent in the hotel. If the conference registration fee includes lunch, the employee will not receive the per diem for lunch for the days lunch is included in the registration. If the employee has a particular reason that would preclude them from partaking of the meals offered, this must be stated on the Travel Report.
- If there is an additional charge to attend a luncheon or dinner event that is deemed important for the employee to attend as part of the training experience, CBJ may cover the cost of that particular meal, and the per diem for that meal will be deducted from the employee's daily per diem.
- CBJ does not cover the costs associated with social functions or recreational events, such as optional tours, golf matches, cocktail hours, recreational opportunities, etc.
- CBJ does not pay for alcohol.

9. TRAVEL ON A DAY OFF AND OVERNIGHT TRAVEL, Pay for Hourly Employees

The federal Fair Labor Standards Act (FLSA) governs how employees who are paid an hourly wage will be compensated for hours when on travel status. **The Department Director or designee must calculate and take into consideration any overtime liability when authorizing travel plans.**

For example, when determining whether it is less costly to CBJ for an hourly employee to stay over an additional night in order to obtain supersaver airfare, the Department Director or designee must also include in the calculation employee wages.

An employee is paid while on travel status under the following circumstances:

- a. If an employee is required to travel during their normal work hours, even on their regularly scheduled day off (e.g., Saturday, Sunday, holiday), the employee will be paid for those hours spent as a passenger on a public conveyance. This applies whether or not the employee was working while traveling.

Example: If an employee's normal work hours are between 8:00 a.m. and 4:30 p.m. Monday through Friday, and travel occurs between 8:00 a.m. and 4:30 p.m. on a Saturday or Sunday, the travel time is compensated at the employee's regular rate of pay.

- b. If an employee's travel on a public conveyance occurs *outside* of regular work hours, and the employee did not work while being transported, then the time is not compensated. Employees are to refrain from working during travel time which is outside their regular work hours unless overtime has been approved in advance.
- c. If an employee's travel requires that the employee be the pilot or driver, then the employee will be paid for the travel time as if working. This applies whether or not the time falls within normal working hours.
- d. Ground travel to and from the airport is not compensated time, since the FLSA considers that to be similar to travel time to and from work.
- e. Work weeks run from midnight Sunday to midnight Sunday.
- f. Overtime accrues after the person has worked more than 8 hours in a day or 40 hours in a work week if the person is an hourly employee, except for work units which may have differently assigned work periods that may exceed 40 hours. Employees should refer to the relevant collective bargaining agreement or personnel rule.
- g. If the travel includes a time change, the analysis is performed in actual hours, so regardless what time it is at the traveler's ultimate destination, the time is counted by first converting it to Alaska Standard Time or Alaska Daylight Savings Time.
- h. If the employee takes any type of leave during the work week in which travel occurs, the number of hours toward the overtime threshold will be reduced.

For example: Alan worked Monday through Thursday, 8:00 a.m. to 4:30 p.m., but took 7.5 hours personal leave on Friday, then spent 7.5 hours on a plane Saturday during his regular work hours and took Sunday off. In this case, no overtime liability will accrue because Alan did not actually work 40 hours before the travel started. Alan would receive straight time pay for the 7.5 hours spent in travel status during regular work hours on Saturday.

- i. **When possible, the employee's work schedule should be adjusted to accommodate the additional time worked without creating overtime liability.**

For example: Fred normally works Monday through Friday, 8:00 a.m. to 4:30 p.m., but is expected to travel during normal work hours on Saturday. The supervisor may adjust Fred's work schedule to begin on Tuesday through Saturday (Remember to give the advanced notice of the change in work schedule required by the relevant collective bargaining agreement or personnel rules).

10. COMPLETION OF TRAVEL-RECONCILIATION

- a. Within seven (7) working days of the date travel is completed, the employee must submit all documentation supporting travel reconciliation to the Travel Officer, even if there are no funds due to the employee or to CBJ. The Travel Officer will complete the reconciliation portion of the Travel Report. It is the Travel Officer's and Department Director's responsibility to ensure all department employees traveling on City business provide the documentation necessary to complete the reconciliation portion of the Travel Report. The completed TR and appropriate authorization shall then be forwarded to the Purchasing Division.

Failure to comply with timely submission of travel reconciliations is a violation of this policy.

- b. If the employee incurs obligations beyond those authorized in the Travel Report, the employee may be held responsible for increased costs and may be subject to disciplinary action.

11. LOCAL TRAINING – WEBINARS – ONLINE TRAINING OPPORTUNITIES-ALL EMPLOYMENT RELATED CERTIFICATIONS – CDL RENEWALS

- a. Registration costs associated with local training may be paid with a CBJ purchasing card by the Travel Officer or designee. Individual training or renewals not purchased with a CBJ purchasing card must be submitted on a Local Training Form.
- b. Local Training is not eligible for per diem or travel expenses.

- c. Department Directors or their designees may require an Employee Educational Reimbursement Agreement be completed for certain training opportunities to be approved.
- d. University books that CBJ pays for will remain the property of CBJ, unless applicable union contract language states otherwise.
- e. Webinars (online seminars) or online training opportunities are covered by this policy. As practicable, employees will participate in these during work hours. If the webinars or online training opportunities are not available during the employee's normal work schedule, the supervisor will make adjustments consistent with personnel rules and bargaining agreements.
- f. Webinars or online seminars will be paid for with the CBJ purchasing card by the Travel Officer or designee AFTER approval by the Department Director or designee.
- g. Employment Required Certifications – Certifications must be included in the employee's training plan.
- h. CDL Renewals – are considered local training and must be included in the employee's training plan.

12. VIOLATION OF POLICY

Violation of any portion of this policy may result in disciplinary actions up to and including dismissal.


13. ACCOUNT CODE DEFINITIONS

- Account 5200 Business travel is used for CBJ employees and Assembly and Boards and Commissions administrative purposes.
- Account 5202 Travel and training is used for any CBJ employee and Assembly/Boards and Commissions travel and training costs, except for business travel and training contractual.
- Account 5205 Contractual training is used for costs incurred for professional services to provide training (non CBJ employee or Assembly/Boards and Commissions).

14. GENERAL PROVISIONS

- a. **Scope:** This policy applies to all agencies, employees, and Assembly/Boards and Commissions members of the City & Borough of Juneau, Alaska.
- b. **Authority to promulgate policy:** The City Manager of the City & Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- c. **Effective Date:** This policy will take effect on August 21, 2019. This policy supersedes Administrative Policy 18-01.

Dated at Juneau, Alaska, this 21st day of August, 2019



Duncan Rorie Watt
City Manager